



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

RETIREMENT INVESTMENT SPECIALIST III

Job Number: 21001313

Job Code: 94030V160901

Job Group: 9400 - BUDGET AND FINANCIAL MANAGEMENT

Job Established: 09/01/2016

Job Revised:

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Coordinates and performs technical investment and accounting functions pertaining to the investment program in a state retirement system; and performs other duties as assigned.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in accounting, finance, statistics, economics, or a business related field.

EXPERIENCE:

Must have three years of accounting or investment related experience.

Substitute EDUCATION for EXPERIENCE:

A master's degree in a business related field will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

Professional experience with a large scale investment program, trust department, brokerage firm or related area will substitute for the required education on the basis of one year of experience for two years of the required education.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Performs and coordinates the preparation of purchase and sale transactions for investments. Responsible for processing of input data and verifying output of investment reports. Prepares journal entries for General Ledger posting. Reconciles the portfolio to the General Ledger. Contacts investment managers or the custodial bank to correct problems. Resolves any problems in settlement or delivery of securities. Coordinates transactions between the custodial bank and brokers. Coordinates reconciliation of monthly investment reports generated by custodial bank and investment managers. Prepares reports and summaries of investment transactions as required for board material. Works with external auditors in annual audit of investment operations. Trains employees. Performs and coordinates internal control procedures for the auditing of investment transactions. Coordinates reconciliation of banking system monthly. Coordinates daily retrieval and audit of custodial bank report for investment purchases, sales, and income. Coordinates short term investment cash projections. Coordinates preparation of daily cash statement for fund availability and investment analysis. Assists in preparation of investment reports/spreadsheets as required. Participates in Due Diligence process.

UNIQUE PHYSICAL REQUIREMENTS:

NONE

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting. Some travel may be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.